

Michigan School Support Person of the Year Award Operations Manual

A. Title of the Award: Michigan School Support Person of the Year Award

B. Purpose of the Award

1. To honor outstanding support personnel for their contributions to the success of the learning community.
2. To focus public attention on the importance of school support personnel.

C. Selection Criteria

The nominee:

1. is an exceptionally dedicated, knowledgeable, and skilled member of the support staff;
2. goes above and beyond the call of duty;
3. is supportive of the learning environment;
4. plays an active and useful role in the community, as well as in the school;
5. is employed in one of the following work classifications: transportation, maintenance, custodial, office personnel, security, food services, support to teachers, health services group, skilled trades.

D. Nomination Process

1. Nominations may be initiated by: school administrators, supervisors, teachers, students, former students, community members, colleagues, parents, education related organizations such as PTA/PTO, Michigan Student Council Association, MASA, MAISA, MSBO, MANS, etc. The immediate supervisor/building principal and the district superintendent should endorse nominations.
2. The nomination portfolio should include:
 - a.) A completed nomination form, including a 500-word essay describing the nominee. See Attachment A.
 - b.) A minimum of three letters of support from teachers, students, former students, community members, board of education members, colleagues, and others.
 - c.) One camera-ready photograph of the nominee for media purposes. The top five nominees will be asked to provide additional photographs and a short video of time at work.
3. The completed nomination portfolio should be mailed to the appropriate regional coordinator. See Attachment B.

E. Selection Process

1. The five Field Services regions will serve as the regions for this award program.
2. A coordinator from each region shall be identified. The responsibilities of the coordinator include:
 - a.) Serving as the collection point for regional nomination portfolios;
 - b.) Convening a panel of at least three members from different school districts to rate the portfolios. The Rating Form is Attachment C;
 - c.) Forwarding the top three regional portfolios to the Michigan Department of Education, Office of the Superintendent, attention Special Assistant for Awards and Recognition Programs, along with the completed Rating Forms.
3. Three independent reviewers will rate portfolios that reach the state level. The top five portfolios will move to the next level of review.
4. The final review stage will involve a panel of five to nine members and may be selected from the following groups:
 - Michigan Department of Education Staff
 - State Board
 - Legislature
 - School Administrators
 - State Level PTA
 - Veteran School Support Staff Persons of the Year
 - Representative Unions: AFSCME, MEA, MFT/SRP, SEIU, UAW, Operating Engineers, Steelworkers, Teamsters (no more than 20% of the total panel)
 - Education Associations

Members of the panel should NOT include:

- Support staff who might be eligible for the award in the future
- Relatives of a candidate
- Direct colleagues of a candidate

The Superintendent of Public Instruction provides final approval for the School Support Person of the Year.

F. Notification

A surprise, on-site notification by the Superintendent of Public Instruction and available State Board of Education members will be planned to occur during a school day. The notification should occur in May or early June.

G. Recognition Event

1. A statewide event will include the Support Staff Person of the Year and also honor the four finalists. Ideally, the event should include a broad cross-section of the population including representatives of the finalists' school districts, finalists' family members, community members, State Board members, Superintendent of Public Instruction, legislators, students, and those involved in the selection process. It is recommended that the event be a joint effort with the Michigan Teacher of the Year event or other educator award event.
2. A special symbol will be presented to the Support Staff Person of the Year at this event.
3. The school district that supported the nomination of the winner will be presented a plaque. It is recommended that this plaque be hung in the school where the SSPoY works.
4. The four finalists will also receive a tangible form of recognition.
5. Unions that represent support staff will assist with costs associated with the award symbols, plaques, and events.

H. Time Line

See Attachment D.

I. Checklist for Submitting a Complete Michigan School Support Person of the Year Award Nomination

See Attachment E.

Michigan School Support Person of the Year Award Nomination Form

County_____

Nominee Information

Name _____

School district _____

Work location _____

Work address _____

Work phone number _____

Work classification _____

Total years in
school system _____ Years in present position _____

Work principal/supervisor _____

Nominator Information

Name of nominator _____

Relationship to nominee _____

Endorsements

Signature and title of immediate supervisor/building principal _____ date_____

Signature of district superintendent _____ date_____

**School Support Person of the Year
Regional Coordinators
2002-2003**

Region 1: Alpena-Montmorency-Alcona ESD, Charlevoix-Emmett ISD, Cheboygan-Otsego-Presque Isle ISD, COOR ISD, Copper Country ISD, Delta-Schoolcraft ISD, Dickinson-Iron, ISD, Eastern Upper Peninsula ISD, Gogebic-Ontonagon ISD, Iosco RESA, Manistee ISD, Marquette-Alger RESA, Menominee ISD, Traverse Bay Area ISD, Wexford-Missaukee ISD

Ms. Betty Burke-Coduti
Associate Superintendent of Teaching, Learning and Technology Services
Marquette-Alger RESA
321 E. Ohio Street
Marquette, MI 49855
906.226.5132 (p)
906.226.5141 (f)
bcoduti@maresa.k12.mi.us

Region 2: Allegan County ISD, Barry ISD, Berrien ISD, Branch ISD, Calhoun ISD, Ionia County ISD, Kalamazoo RESA, Kent ISD, Lewis Cass ISD, Mason-Lake ISD, Mecosta-Osceola ISD, Montcalm Area ISD, Muskegon Area ISD, Nawaygo ISD, Oceana ISD, Ottawa Area ISD, St. Joseph ISD, Van Buren ISD

Ms. Amy Christman
Supervisor of Administrative and Personnel Services
Allegan ISD
310 Thomas Street
Allegan, MI 49010-9158
616.673.2161 (p)
616.673.2361 (f)
achristman@alleganisd.org

Region 3: Bay-Arenac ISD, Clare-Gladwin RESD, Genesee ISD, Gratiot-Isabella RESD, Huron ISD, Lapeer ISD, Midland County ESA, Saginaw ISD, St. Clair ISD, Sanilac ISD, Tuscola ISD

Mr. Pete Lazaroff
Superintendent
Bangor Township School District
3520 Old Kawkawlin Road
Bay City, MI 48706-2039
989.684.8121 (p)
989.684.6000 (f)
lazaroffp@bangorschools.org

Region 4: Clinton County RESA, Eaton ISD, Hillsdale ISD, Ingham ISD, Jackson County ISD, Lenawee ISD, Livingston ESA, Monroe County ISD, Shiawassee RESD, Washtenaw ISD

Ms. Linda Tortorice
Director of Human Resources
Jackson County ISD
6700 Browns Lake Road
Jackson, MI 49201
517.768.5185 (p)
517.787.2026 (f)
lindatortorice@jcisd.org

Region 5: Macomb ISD, Oakland Schools, Wayne RESA

Ms. Danelle Gittus
Oakland Schools
2100 Pontiac Lake Road
Waterford, MI 48328-2735
248.209.2181 (p)
248.209.2021
danelle.gittus@oakland.k12.mi.us



Michigan Support Staff Person of the Year Award Rating Form

Nominee: _____ Evaluator: _____

Nominee's position: _____

Using the information provided, rate each candidate on the following elements.

Element	Strong Evidence	Some Evidence	Little Evidence
1. Nominee's efforts to strengthen and improve the learning environment.	10 9 8	7 6 5	4 3 2
2. Evidence that this person is an exceptional school support person.	10 9 8	7 6 5	4 3 2
3. Evidence of excellence in the nominee's work related activities.	10 9 8	7 6 5	4 3 2
4. Evidence of the nominee's community involvement.	10 9 8	7 6 5	4 3 2
5. Complete portfolio (nomination form, resume, essay, minimum of three letters of support, picture of nominee).	10 9 8	7 6 5	4 3 2
6. Possible points = 50 <u>Total</u>			

Rank this nominee in comparison with others you are reviewing:

___ Truly Exceptional

___ Outstanding

___ Good

Evaluator Comments:

2002-2003 Michigan School Support Person of the Year Award Timeline

September	News/web release announcing the award Fax release to all superintendents and to education associations including MEMSPA, MASSP, MEA, MFT/SRP, MASA, MAPSA, MANS; fax to Operating Engineers, Teamsters, AFSCME, United Steelworkers, UAW Award guidelines and form accessible on the MDE web site. Unions establish link from their web pages to the MDE site.
November 1	Nomination portfolios due to regional coordinators
Nov. 1-Jan. 24	Regional selection process using prescribed rubric is conducted
January 27	Top three regional nominees due to MDE
Feb./March	MDE evaluates top three regional portfolios from every region and narrows to five finalists
April	Selection panel meets to review portfolios of five finalists. Panel makes recommendation for the award winner to the Superintendent of Public Instruction
April/May	Announcement of the award winner
TBD	Statewide event – honor the Michigan Support Staff Person of the Year and finalists

Checklist for Submitting a Complete Michigan School Support Person of the Year Award Nomination

The completed nomination portfolio will include:

_____ Nomination form

_____ Nominee's current resume, including

- a.) work history
- b.) professional development activities
- c.) schools attended with years attended
- d.) awards and other recognition received
- e.) membership in organizations

_____ A 500-word essay describing the nominee; the essay should address the following:

- a.) What does the nominee do to strengthen and improve the learning environment?
- b.) What makes this person an exceptional school support person?
- c.) Describe the nominee's work related activities.
- d.) Describe the nominee's broader community involvement.

_____ A minimum of three and a maximum of 18 letters of support from teachers, students, former students, community members, board of education members, colleagues, and others.

_____ One camera-ready photograph of the nominee. The top five nominees will be asked to provide additional photographs and a short video of time at work.

Questions regarding the nomination process may be addressed to:

Michigan School Support Person of the Year Award Program
Michigan Department of Education
P.O. Box 30008
Lansing, MI 48909
517.241.0494 (p)
517.335.4565 (f)
shanej@michigan.gov